

NOTIFICATION FOR ENGAGEMENT OF LEGAL CONSULTANT IN MINISTRY OF COAL

Ministry of Coal is desirous of hiring Legal Consultants on contract basis initially for a period of two years. This period could be extended further based on the requirement of the Ministry. However, the performance of the consultants will be reviewed after every six months and their contract shall be extended or discontinued (as the case may be) depending upon their performance.

S.No.	Name of position	No. of position	Consolidated remuneration (Rs. per month)	Terms of Reference
1	Legal Consultant	As per requirement	75,000/-	As per Annexure-I

2. Applications from eligible candidates for the aforesaid position are invited in the enclosed format (**Annexure-II**) along with the copies of relevant documents as listed in **Annexure-III**. The applications may be addressed to Shri Sanjib Bhattacharya, Under Secretary, Room No. 113-F, 1st Floor, Shastri Bhawan, New Delhi – 110001. The envelope containing the application must be superscribed with 'APPLICATION FOR THE LEGAL CONSULTANT IN MINISTRY OF COAL'.
3. Incomplete applications or applications received after due date shall not be considered. Only one application would be considered per applicant. In case of receipt of multiple applications from same applicant, the one received later in time will be considered. Only shortlisted candidates will be intimated and called for the interview.
4. Ministry of Coal reserves the right to reject any application without assigning any reason.
5. Duly filled in application forms along with relevant documents may be submitted by 07.04.2021.



(Sanjib Bhattacharya)
Under Secretary to the Government of India

Terms of Reference for engaging Legal Consultant

1.	Name of post	Legal Consultant
2.	Number of post	As per Requirement
3.	Job Location	Ministry of Coal at New Delhi
4.	Essential Qualifications	(1) Applicant must possess Degree in Law (LLB) from a University /Institute in India recognized by the Bar Council of India. (2) Applicant must be enrolled as an advocate in the Bar Council of India/ State Bar Council in terms of the Advocates Act, 1961. (3) Retired Government servants who have retired from the post of Deputy Secretary/ Under Secretary/ Section Officer possessing the above qualification and fulfilling the conditions below may also apply for the position.
5.	Experience in relevant field	a. Applicant must have at least 5 years of post qualification experience of working with Government department/PSUs and/or Supreme Court of India/ High Courts/District Courts. b. In case of Retired Government Servant, the applicant must have at least 10 years of experience of handling departmental court cases in Supreme Court of India/ High Courts.
6.	Computer Proficiency	The applicant must possess working knowledge of computers including Microsoft Office tools like Word, Excel and Power point.
7.	Proficiency in Language	The applicant must possess excellent communication skills and proficiency in English Language (Reading, Writing and Comprehension).
8.	Scope of work	Legal Consultant shall perform the following duties/functions: a. Prepare para-wise comments/ counter affidavits/ petitions/ applications, etc. across the courts, tribunals and other statutory authorities filed against or by the Ministry of Coal. b. Monitor the pending court cases, to assist and be present in the court at the time of hearing. c. Perform such other work of legal nature, as may be entrusted from time to time by Ministry of Coal.
9.	Method of Engagement	Short term on contract basis.
10.	Period of contract	The appointment on the above post will be purely on contract basis initially for a period of two years, further extendable for a period not exceeding two years subject to satisfactory performance. The performance of the consultants will be reviewed after every six months and their contract shall be extended or discontinued (as the case may be) depending on their performance. The decision of Ministry of Coal shall be final in this regard. No right will be accrued in favour of the consultant regarding renewal of contract, absorption in service, etc.

11.	Age Limit	Not more than 40 years as on 07.04.2021 . Not more than 62 in case of Retired Government servants.
12.	Remuneration (per month)	Consolidated remuneration of Rs. 75,000/- (Rupees Seventy Five Thousand Only) on monthly basis.
13.	Other terms of engagement	<p>(i) The Consultants will not be entitled for any separate monthly allowances including but not limited to conveyance allowance, HRA etc. However, in case, the consultant is required to travel outside Delhi in the context of the work/assignment, the Ministry shall reimburse the actual cost of travel and daily allowance as per the Rules/regulation of the Central Government applicable to Group B Non-Gazetted Officer.</p> <p>(ii) The Consultants will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.</p> <p>(iii) The Consultants shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, the Consultant shall not draw any remuneration for the absence in case of absence beyond 08 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.</p> <p>(iv) The Consultant will be required to discharge the duties as assigned to him/her by the Ministry of Coal.</p> <p>(v) The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the Ministry of will issue TDS Certificate (s).</p> <p>(vi) The consultant shall, in no case, work for or represent in court or before any other authority, tribunal etc. or give opinion/ advice to any person other than Ministry of Coal in any matter during the period of his/ her engagement with Ministry of Coal. Further, in no case, the consultant shall act, or conduct anything with regard to any person or render any advice to Ministry of Coal which is adverse to the interest of the Ministry of Coal.</p> <p>(vii) The contract of consultant may be terminated, after giving 30 days notice, in following situations:</p> <ul style="list-style-type: none"> • If the Consultant is unable to do the assigned work. • Quality of the output of assigned works is not to the satisfaction of the Ministry of Coal. • If the consultant is absent from duty without due authorization. • If the Ministry elects not to renew the contract of the consultant at the end of period. <p>(viii) Termination shall be effected by written notice of 30 days serv</p>

		<p>ed to the consultant. The termination will be without prejudice to either party's rights accrued before termination.</p> <p>(ix) The Consultant is required to give 30 days written notice to the Ministry of Coal in case he/she opts to quit the assignment.</p> <p>(x) Notwithstanding anything stated above, Ministry of Coal reserves the rights to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of misconduct.</p> <p>(xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only.</p> <p>(xii) The person who has worked as consultant shall not disclose the information received by him/ her during the period of such engagement to any person other than Ministry of Coal at any time whether during continuance of such engagement or after its severance. Further, the consultant shall not represent, advise or work for any person against the interest of Ministry of Coal / Central Government for 02 years from the date of termination in the matters related to coal mines/blocks.</p>
14.	Selection process	<p>Only the short-listed candidates shall be called for the interview. Selection of the Consultants will be done on the basis of personal interview by a Selection Committee. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their bio-data and certificates, in original for verification.</p>
15.	Attendance and working days	<p>a) The working hours of the consultants shall be same as regular Govt. employees working in the Ministry. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.</p>
16.	Confidentiality and secrecy	<p>During the period of assignment with ministry of Coal, the consultants would be subject to the provisions of India Official Secret Act, 1923 and will not divulge any information gathered during the period of his/her assignment to anyone who is not authorized to know the same.</p> <p>Selected candidates shall provide integrity certificates from 2 referees known to them.</p> <p>A self-undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/her.</p>

(Sanjib Bhattacharya)

Under Secretary to the Government of India

APPLICATION FOR THE POST OF LEGAL CONSULATANT FOR MINISTRY OF COAL

APPLICATION FORMAT
(Format to be strictly followed)

Passport-size Photo
of applicant with
cross signature

(TO BE FILLED IN BLOCK LETTERS ONLY)

S.No.	Detail	Description		
1	First Name			
	Middle Name			
	Last Name			
	(Name must be as per Matriculation Certificate)			
2	Father's/ Mother's/ Husband's Name			
3	Gender			
4	Date of Birth (DD/MM/YYYY)			
5	Age as on () (As per Matriculation Certificate)	_____ years _____ months _____ days		
6	Permanent Address			
7	Correspondence Address			
8	Contact number/ Mobile number			
9	Email ID			
10	Details of BAR Enrollment	1. Enrollment Number: 2. Name of Bar Council: 3. Date of Enrollment (DD/MM/YYYY):		
11	Details of Essential Qualification (Degree in Law (LL.B))	Year of Passing	Institute/ University	Final Aggregate Score- Percentage/ CGPI/ Grade etc.

12	Details of Other Educational / Professional Qualifications	<table border="1"> <thead> <tr> <th>Qualification</th> <th>Year of Passing</th> <th>Grade/ Percentage / CGPI etc.</th> </tr> </thead> <tbody> <tr> <td>Class X</td> <td></td> <td></td> </tr> <tr> <td>Class XII</td> <td></td> <td></td> </tr> <tr> <td>(others, if any)</td> <td></td> <td></td> </tr> </tbody> </table>	Qualification	Year of Passing	Grade/ Percentage / CGPI etc.	Class X			Class XII			(others, if any)																																			
Qualification	Year of Passing	Grade/ Percentage / CGPI etc.																																													
Class X																																															
Class XII																																															
(others, if any)																																															
13	Academic Achievements																																														
14	Co-curricular Achievements																																														
15	Details of Experience	<p>(a). Details of practice (if applicable)</p> <table border="1"> <thead> <tr> <th>From (date)</th> <th>Till (date)</th> <th>Total Period</th> <th>Forums where practiced</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(b) Working experience in Govt. Departments/ PSUs/ (if applicable)</p> <table border="1"> <thead> <tr> <th>Name of Org.</th> <th>Position</th> <th>From (date)</th> <th>Till (date)</th> <th>Total Period</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(c) For Retired Govt. Servants Only Date of Retirement: _____ Details of tenures when departmental court cases were handled.</p> <table border="1"> <thead> <tr> <th>Name of Government Department</th> <th>Position</th> <th>From (date)</th> <th>Till (date)</th> <th>Total Period</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			From (date)	Till (date)	Total Period	Forums where practiced					Name of Org.	Position	From (date)	Till (date)	Total Period											Name of Government Department	Position	From (date)	Till (date)	Total Period															
From (date)	Till (date)	Total Period	Forums where practiced																																												
Name of Org.	Position	From (date)	Till (date)	Total Period																																											
Name of Government Department	Position	From (date)	Till (date)	Total Period																																											

16	Subject Matter of Court Cases dealt with	
17	Landmark court cases having applicant's significant contribution.	
18	Current work profile	Organisation: _____ Position:- _____ Date of appointment: _____
19	Additional information, if any	

I, _____, hereby undertake that the above information is correct and nothing material has been concealed. Further, I confirm that my BAR enrollment is valid and no disciplinary action has been initiated/ is pending against me by the BAR council.

Place:

Date:

(Signature of applicant)

ANNEXURE III**Checklist of Documents to be Submitted with Application**

(Self Attested & LEGIBLE copy of each document (if applicable) to be attached in the order given below)

Sl. No.	Description of Document	Copy Attached/ Not Attached ? (Mention Yes/ No/ Not Applicable)
1.	Certificate of BAR Enrollment	
2.	BAR ID Card	
3.	Degree in Law	
4.	Final Marksheet of LL.B	
5.	Certificate of Matriculation	
6.	Joining Letters and/or Relieving Letters (for applicant having work experience in relevant organisation)	
7.	Degree/Certificate of other professional qualification, if any.	